

Contract Extension

The Residence Hall Contract requires that students check out of the halls at the end of spring quarter **within 24 hours of their last final or no later than 11 pm on Thursday, June 14th, whichever comes first.** You should submit this form if you are not able to meet the 11pm checkout deadline on June 14th.

Exceptions Deadline – Monday, May 28th, 2018

To request an exception to move out later than 11pm on June 14th you must submit this Academic Year Extension Request form along with **proper supporting documentation, such as your specific commencement involvement, work schedule, flight itinerary, or class finals schedule,** by **Monday, May 28, 2018** via email to housingextension@ucdavis.edu. Submitting the form does not guarantee that your request will be approved. Once your completed extension request has been reviewed you will receive an email notification indicating if your request has been approved or denied. If your request is approved you will also receive specific checkout instructions.

Please indicate the reason you need an extension and the minimum number of nights required below. **Be sure to attach appropriate supporting documentation with this form.** If actively working with commencement, please include name and contact information of your supervisor for verification purposes:

Supervisor Name: _____ Phone Number: _____

- Cal Aggie Band Member Commencement Date: _____ Time: _____
- Cal Aggie Host Commencement Date: _____ Time: _____
- Orchestra Member Commencement Date: _____ Time: _____
- Thursday Final – include copy of finals schedule from your
- Transportation Conflict – include copy of flight itinerary or letter of explanation
- Summer Orientation or Conference Housing Student Staff
- Summer Session I Interim Housing (must be pre-approved by Conference Housing)

- 1 Night \$75 Thursday-Friday, June 14-15, 2018 (**fee does not apply if approved due to a Thursday evening final exam**)
- 2 Nights \$150 Thursday-Saturday, June 14-16, 2018
- 3 Nights \$225 Thursday-Sunday, June 14-17, 2018

Fee Deadline – June 7, 2018

Students with approved extension requests will be charged a fee of \$75.00 per night starting with Thursday night, June 14. **Students approved to stay until Friday due to a Thursday evening final will not be charged for Thursday night.** For students being charged, the fee will be applied to their university student account and must be paid by **Thursday, June 7**. If payment is not made by the **June 7** deadline the request will be denied and the student will need to move out by **11pm on Thursday, June 14**.

Student Contact Information

Last	
First	
Student ID #	
Residence Area	
Building Name	
Room #	
Cell Phone	
E-Mail Address	